Keeping safe on Campus: Guidance for PGRs

What is this guidance for?
The University is progressing with a phased re-opening of some research facilities on campus. The University’s main priority is the safety of our staff, students and visitors and those returning to campus have a responsibility to help keep yourself and others as safe as possible. This guidance is to give you information to help you do that.

Before you return to campus
You and your supervisor must have already completed all the necessary risk assessments and self-declarations. These, along with more detailed information, can be found on our ‘Return to Campus’ website. Before you return to campus, you and your supervisor should have discussed any requirements specific to your area of research and agreed working times and patterns.

Social distancing and hygiene
At all times follow the latest Government guidance on hygiene (especially handwashing and sanitising) and social distancing. This is regularly updated on the Government website.

Setting off for work
- If you or someone you live with have any symptoms of COVID-19, then you must not go onto campus. Inform your PGR supervisor and follow NHS and University guidance on what to do next.
- Wash your hands carefully before setting off.

Travel
- If you can walk or cycle to work, you should do so.
- If you need to use public transport, Transport for Greater Manchester has detailed information on available services and how to use them safely.

Arriving and leaving campus
- On your first day on campus or before, you and your supervisor should arrange to speak about local safety measures and requirements.
- Our buildings have clearly marked entry and exit doors. Please make sure you use them to help maintain social distancing.
- Use hand sanitiser where available immediately on entry to avoid contaminating high contact surfaces. Alternatively, use toilets on the ground floor to wash your hands thoroughly using soap.

Getting around buildings
- Follow any signs and markings on the floors, stairwells and lifts to maintain social distancing.
- Make your way to and from your area of work directly.
- Avoid touching high-contact surfaces such as door handles, lift buttons if you can. You may be able to use your elbow or foot to push open the doors.
- Use stairs wherever possible and avoid using lifts. Lifts are reserved for those that need them most and will have much reduced capacity.
Taking a break

- Food preparation on the campus is not recommended; bring your lunch from home.
- You can use microwaves, kettles and fridges is permitted, but you are responsible for cleaning touch points before and after use. Containers should be disposable or taken home.
- Plumbed in water coolers may be used to refill containers, but bottled water coolers are not to be used in order to minimise risk. Containers should be disposable or taken home.
- There may be spaces available for taking breaks and eating lunch, but these should not be used for social gatherings and social distancing must be maintained.
- If necessary, stagger break times with your colleagues.
- Wash your hands carefully on arrival and departure from the break area.
- Social distancing is not possible in toilets; most will have a strict one-person in/one-person out policy and will be signposted to indicate this. You will be expected to sanitise the areas you have touched.

Face coverings

Where it is not possible to socially distance whilst researching, you will be expected to wear a face covering. To use these correctly:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it.
- Change and wash your face covering daily.
- If the material is washable, wash in line with the manufacturer’s instructions. If it is a single-use item, dispose of it carefully in your usual waste.

Sharing concerns

It is important that you raise concerns about safety. Your voice is important in helping us collectively to improve how we protect ourselves and others from harm. You should raise any safety concerns or suggestions with your supervisor in the first instance.

Wellbeing

Our support services are open to all PGRs and wellbeing resources specifically for PGRs can be accessed here.

COVID-19 information for PGRs

Detailed guidance, news and FAQs are available for PGRs

Important contacts on campus:

- Security: 0161 306 9966 (on the back of your ID card)
- Estates and Facilities Helpdesk: 0161 275 2424
- IT Services: 0161 306 5544
- Occupational Health: 0161 306 5806